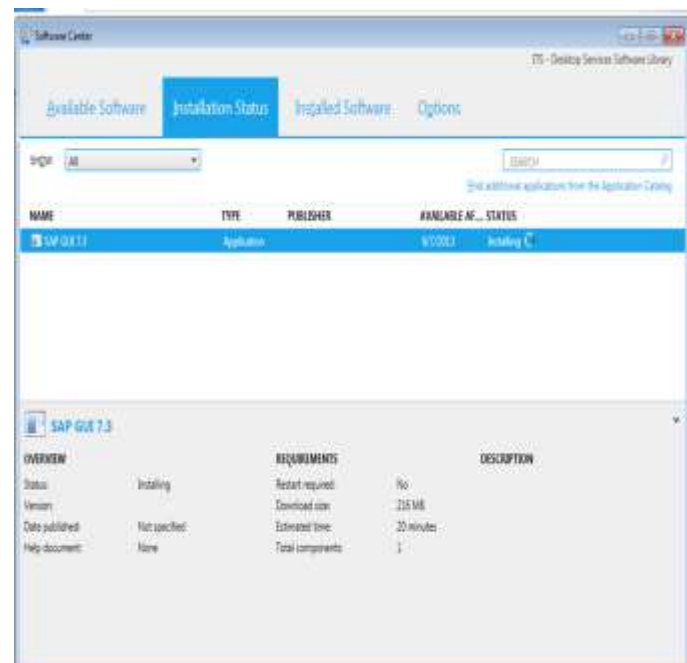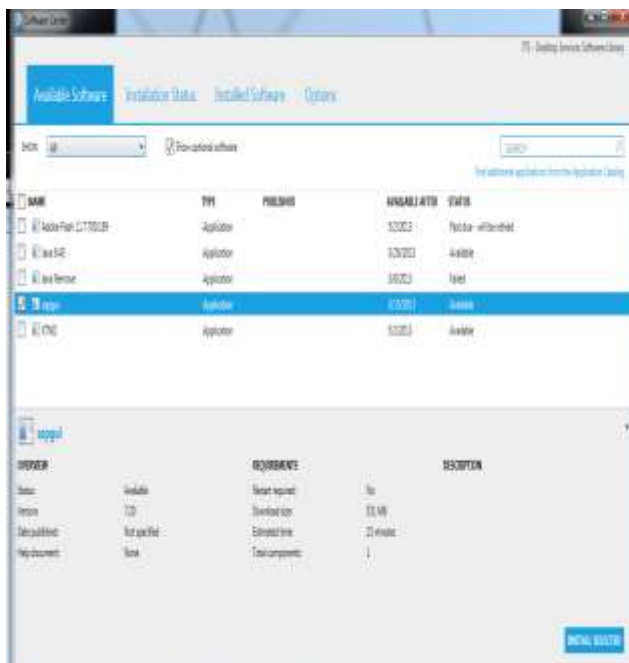**Client Computing Services: Installing Managed applications from Microsoft Software Center**

1. Click **Start** and Navigate to **All Programs**, **Microsoft System Center 2012**, **Configuration Manager, Software Center**
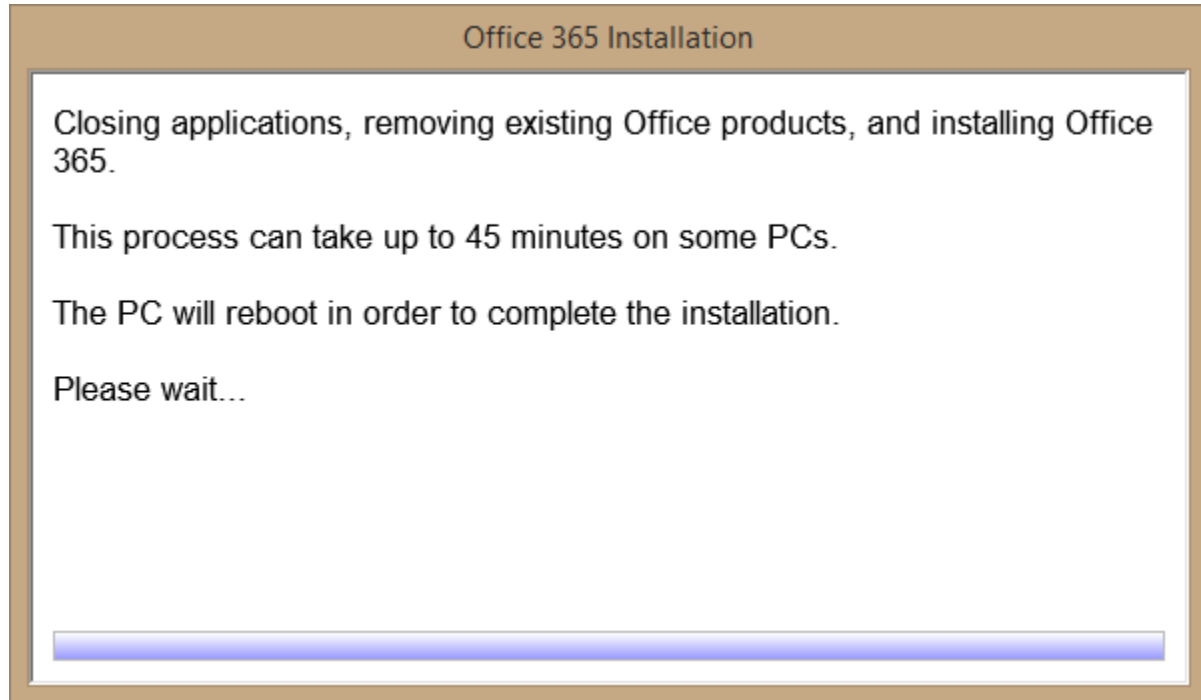
   Windows 7 Machines:

2. Open **Software Center**. Click on the first Tab. It will either be labeled **Available Software or Installation Status** depending on System Center client version.
3. Put a check in the box next to "Office 365 Post" and click **Install.** Available Status will turn to Installing and will be this way until installation is complete.

4. A window will pop-up. Click OK.

5. The following will appear:

Office 365 Installation

Closing applications, removing existing Office products, and installing Office 365.

This process can take up to 45 minutes on some PCs.

The PC will reboot in order to complete the installation.

Please wait...

6. After reboot, click Start >All Programs >Office 2013 and double click Outlook. This will finish the set-up of Outlook on your PC. You may be asked to activate Office 365.
    a. Select the File tab
    b. Account
    c. Manage Account under the small icons
    d. Enter your email address in the box and hit the tab key.
    e. It will bring up another logon window where you enter your NCID and password.

7. Please note the following:
    a. When you open Outlook the first time:
        i. Select "Recommended Settings" then OK
        ii. Click "allow"
    b. When you open one of the Office products, such as Word, you will no longer see any recent documents, since the installation cleared them. In order to open a document
        i. Select "**Open Other Documents**"
        ii. You'll see several "cloud" drives, which should not be used at this time. Select **Computer,** which will show **My Documents**. This is the folder on your C drive, which should not be used, since it is not backed up.
        iii. Select Browse. This will bring up a window where you can select your H. K and P drives.
    c. When you open an email attachment, it will be in protected mode; so you have to enable editing if you want to change it.

8. Any problems, please open a ticket with OITS and put UC: O365 Office Activation as the subject. Also cc ken.nuebler@nc.gov, patricia.thames@nc.gov; and tier3.desktop@its.nc.gov on your tickets.